

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 15-127

OPEN TO:	All Interested Candidates	OPENING DATE: August 21, 2015
POSITION:	Engineer (Energy) , FSN-10, FP-5*	CLOSING DATE: September 03, 2015
POSITION NO:	I-51036	
WORK HOURS:	Full-time; 40 hours/week	
SALARY:	*Not-Ordinarily Resident: US\$57,270 p.a. (Starting salary) (Position Grade: FP-5 to be confirmed by Washington) *Ordinarily Resident: FSN-10, Rs.2,154,963 p.a. (Starting salary) (Position Grade FSN-10)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Engineer (Energy) in the Facility Management Section.

BASIC FUNCTION OF POSITION:

Incumbent of this position manages all aspects of the Missions annual energy budget. Reviews current energy use and seeks ways to reduce use and overall energy costs. Coordinates with all levels at Post, local energy providers and stakeholders to accomplish energy policy goals. Prepares reports on energy use for management review. Establish programs and coordinates with individual sections, agencies and offices for energy reduction measures. Works on main and sub-feed electrical distribution systems installed in the utility building and sub stations of individual buildings of the New Embassy Compound (NEC) and manages the residential energy management program. Develops energy saving minor construction projects and reviews new or existing projects for energy compliance. Leads, trains and supervises 10-15 electricians and generator technicians.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of University degree (16 years of education) in Electrical Engineering is required. Professional license in electrical from Pakistan Engineering Council or membership with any International engineering association is required.
- 2. EXPERIENCE:** Minimum of five years of professional experience is required with a reputable firm in construction field related to the energy management and electrical distribution systems of modern, state-of-the art, technically sophisticated, commercial and/or multi-story buildings.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Writing English and Urdu are required. Language skills will be tested.
- 4. KNOWLEDGE:** Incumbent must have a comprehensive knowledge of power distribution systems, emergency power generator and automatic transfer switches (ATS) operations and building electrical systems. Be well versed in established electrical codes, trade practices and the ability to supervise and manage a medium size maintenance staff and programs. Proficient in the use of MS Office software (Word, Excel, and Power Point etc.), AutoCAD and other special computer programs required for this position. Must have knowledge of international building codes and of both industry and local construction standards. Must have a detailed knowledge of the mission organization, goals and objectives. Must be able to develop and maintain contacts in all Sections and Agencies represented in an effort to communicate and coordinate energy saving projects and best practices. Must have detailed knowledge of the host government energy regulations.

5. ABILITIES & SKILLS: Must be able to prepare written reports in English. Must have a valid Pakistani LTV driver's license. The incumbent must have the requisite ability and skills to develop and manage work plans and distribute work assignments to facility maintenance personnel in order to plan and manage the conduct of preventative service programs. Incumbent will maintain the inventory of critical spare parts and specialized tools for the preventative maintenance, repair and service of equipment and systems. Incumbent will assist in developing annual budgets, responses to DOS requests for facility data, and tracking of scheduled and unscheduled maintenance issues. Must be able to diagnose and solve technical problems, lead and inspire a technical work force, multi-task and finish duties in a timely manner. The incumbent will have to be able to lift up to 25kg. Technical knowledge and skills will be tested.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
7. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

TO APPLY:

Interested candidates for this position must submit their completed **DS-174 (Application for Employment as LE Staff or Family Member)** or a current resume or a curriculum vita that provides the same information found on the DS-174 (see Appendix B) by e-mail at PakJobs@state.gov. The Vacancy Announcement Number must be mentioned in the subject line of the email. Applicants are encouraged to submit the DS-174. However, applicants who submit both a DS-174 and a resume will not be considered.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

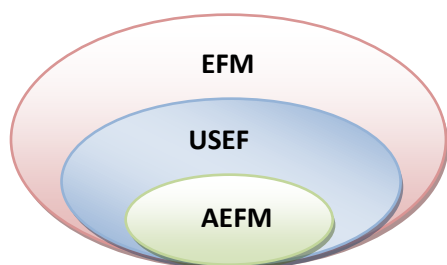
Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

CLOSING DATE FOR THIS POSITION: September 03, 2015

The U.S. Mission in Pakistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE).

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U. S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References